

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
OLDER ADULT SYSTEM OF CARE BUREAU**

VACANCY ANNOUNCEMENT



RESTRICTED TO DEPARTMENT OF MENTAL HEALTH EMPLOYEES

MENTAL HEALTH CLINICAL DISTRICT CHIEF

The Older Adult System of Care (OASOC) Bureau is seeking a qualified individual with excellent leadership, clinical, and administrative skills interested in the position of Mental Health Clinical District Chief for Service Area 5. This position has responsibility for administering an array of mental health services delivered by directly operated and contracted providers that provide services to children, transition age youth, adult, and older adults. The Mental Health Clinical District Chief will report directly to the Deputy Director for OASOC Bureau.

DUTIES:

- Direct the administrative and clinical operations of Service Area 5 mental health resources.
- Review, analyze, and monitor data utilizing DMH management reports to ensure program, fiscal, and contract compliance.
- Knowledge of multiple funding sources.
- Budget Preparation.
- Negotiate, amend, and monitor mental health contracts.
- Identify barriers related to service delivery and make recommendations for resolution of problem areas.
- Respond to community inquiries and complaints to ensure smooth delivery of mental health services across Service Area 5.
- Provide administrative and clinical supervision to Clinical Program Heads, and Service Area 5 administrative staff.
- Conduct DMH Adult Quality Improvement Committee (QIC) to ensure services meet county, state, and federal regulations.
- Experience in preparing Board Letters, Memoranda of Understanding, and Operational Agreements.
- Collaborate with other county departments and community based agencies to increase access to mental health services and improve service integration and coordination.
- Conduct the Service Area Executive Providers' meetings, and other Service Area meetings that are necessary to maintain an effective system of care.
- Develop policies and procedures for implementing mental health programs and to coordinate services among service providers.

DESIRABLE QUALIFICATIONS:

- Experience representing the County and Department in meetings with those in both the public and private sectors.
- Strong interpersonal skills, including experience with team building, uses good judgment, and is easily approachable by others.
- Demonstrate the ability to be flexible and adapt to a dynamic work environment.
- Demonstrate the ability to be creative and innovative in planning and service delivery.
- Demonstrate knowledge of various mental health programs and their funding sources.
- Extensive clinical, supervisory, and administrative experience.
- Knowledge and experience of DMH internal policies and procedures, and the ability to interpret and apply them appropriately.
- Experience with identifying and resolving personnel issues including progressive discipline procedures.
- Experience with negotiating and amending contracts and following the process through to completion.
- Experience with implementing the recovery model, evidenced based practices in a clinic or community agency including at health care sites.
- Embrace the recovery model and support involvement of contractors, staff, consumers, and family members in the planning and implementation of services.
- Excellent communication skills, both verbally and in written form.
- Ability to establish, implement, and achieve goals and objectives.

Interested individuals currently holding the payroll title of Mental Health Clinical District Chief are encouraged to fax or e-mail a resume and letter of interest **no later than 5:00 PM on Friday, December 7, 2012 to:**

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